

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 27 April 2007**

I. CEFMS:

A. We created a new email notification type named RM_officers to help address, highlight, and reduce interest payments Corps-wide. Under this new type, each activity will maintain/update the list of their RM, FAO, & Budget Officer via Screen 10.92, Email Notification Type/Recipient Cross Reference; i.e., so they also can be recipients of such notifications where previously they were not. This action will also help reduce our Finance Center's manual effort in updating the list through separate email exchanges with each activity.

B. We created a new report to identify expiring or closing initial source appropriations. It reflects the customer order, customer order item number and the initial and source appropriation data. This will help the user to identify those customer orders that will need further action before the fiscal year end closing process begins.

C. We are continuing with our testing of the Treasury Offset Processing (TOP) Screen in CEFMS. On our latest schedule from 19 Apr 2007, we successfully ran steps 1 through 11 from the menu. In the upcoming weeks we will be testing a greater number of offsets from more test data bases. We also will be testing the various Disbursing Reports to determine what changes need to be made to them. Further, we have identified and corrected several more problems with the Vendor Extract Screen that is being developed for the TOP. We are also looking at adding back the FOA Code to the view results page.

D. We modified the contract obligation screen to allow all miscellaneous purchase obligations except credit card to be queried in but able to access the line item function. Users can still add or delete receiving organizations. We also disallowed the use of the obligation approval screen for miscellaneous purchase obligations. All miscellaneous functions can be performed in the miscellaneous section of CEFMS.

E. We researched a problem at the Finance Center Data Base where vendor records were being created by users outside of the organization. All records were created by a user at HECSA, who had the vendor authorization role on the UFC Data Base. They have submitted a problem report to have the records removed.

F. We have completed testing on the process disbursement program to add the beginning and ending fiscal year on multi year appropriations to the Treasury Account Symbol (TAS). This will be

used for submitting Intra-governmental Payment and Collection (IPAC) transactions.

G. We have worked with DFAS, WinIATS Office, and Indianapolis, IN this week in preparation for a new WinIATS release which is scheduled for release at UFC in May. We created claim files and submitted to DFAS personnel who processed the files in the new WinIATS version. Data was returned to us for uploading in our CEFMS test environment. A complete loop of processing from CEFMS to IATS and back to CEFMS was completed successfully. SAT testing will begin 6 May at the UFC, Millington.

H. UFC Travel Division reported lodging exceptions were not processing correctly in WinIATS. We imported the production data file for the voucher into a test environment and WinIATS processed the claim without losing the exception. The only way the exception is lost is when I answer yes to 'Do you wish to recalculate daily meals/lodging?' The practice is to always answer NO to the previous question. We have advised UFC of these findings and asked users not to select the recalculate option in the future.

I. We assisted UFC personnel regarding the transfer of ULA to T0 data base. We prepared an EXCEL spreadsheet containing the credit card numbers held by these employees. UFC had problems with the spreadsheet due to reformatting of credit card number column. T0 data base was manually updated with incorrect credit card numbers. We created a temporary table on T0 data base. After all edits had been done 241 records were updated on the T0 credit card database. A list was provided to UFC showing first and last name and org code of ULA employees that have travel credit cards, but were not in T0 credit card table. A script was written that T0 can run to list by employee name and card number. A file was provided to allow T0 personnel to REMAC these updated records.

J. We have released a major change to the Joint Review Process in CEFMS. Now not only are items identified if they are 4th and 5th year expired, and will be closing, therefore losing the funding, but items that have not had activity on them in 365 days or items that are \$100 or less and not had activity in 90 days and R1 and R2 Intra Agency and Inter Agency Agreements and 1 year, 2 year and 3 year Expired Appropriations are all separately identified. The review indicator has been modified to require a remark to be input on each document. This and other changes to try to create a better tool to meet the needs of the user and headquarters have been released.

K. We modified the Blanket Purchase Agreement (BPA) purchase request screen to allow the creation of amendments if there are no unapproved obligations.

L. We modified the Credit Card Obligation Conversion Screen to allow users to query on the obligation and delivery order number.

M. We researched a problem with un-disbursed military passbacks on an activity's database. A passback that was originally certified on 08 Feb 2007 was never disbursed. A script was written to remove the original certification. A user at the UFC then certified the passback and it disbursed on 19 Apr 2007.

N. We experienced numerous problems with electronic signatures on the test data base in the disbursing area this reporting period. We were also unable to electronic sign and print checks. A new .DLL file had to be created and loaded on the disbursing PC. Also on 17 Apr 2007, the backup Translate Key Center was taken off line. Our Electronic Signature Configuration had to be modified to remove this IP Address.

O. Advance Certification screen automatically queries in uncertified advances to be approved. A user may approve an advance, then arrow down to the next advance. UFC had a situation where an advance was certified twice, creating two records in miscellaneous disbursements. This caused the disbursing program to error. We added an edit that prevents a user from going back to an advance that has already been approved and re-approving it.

P. We researched a condition where UFC could not certify a travel settlement. To correct this problem we modified Travel Settlement Certification so that processing which requires advance amounts to be shifted from one obligation line and advance line item to another on a different funding account can be done successfully.

Q. UFC could not certify a Collection Voucher because the obligation amount would have been less than disbursed amount if the collection processed. A collection was posted against the bill in error causing the collection voucher total to be a negative amount. A negative collection will increase disbursed amount. We researched this problem and determined that an overpayment was made to the traveler and he is making monthly payments on the debt incurred. When a payment is collected, the USACE activity is processing a deobligation for the same amount so funds will be returned to the funding account. This process reduces the obligation amount. In order to certify the latest collection voucher we advised the activity to re-obligate the funds. This allowed the collection process to work. After the funds were collected, the activity de-obligated the funds again.

R. We continue to provide assistance and customer education to USACE activities with numerous payroll issues, most of which require extensive research. Sometimes these are actual programming code problems, but many times are just the result of improper setup of database records. More than one activity reported employees assigned to the incorrect organization code after executing the

DCPDS interface. Research revealed that a couple of the activities had more than one timekeeper code assigned per organization code (causing CEFMS to assign employees to the incorrect organization in Employee Maintenance), while a couple of other activities had old entries in their work location override file, but were unaware of them.

S. We modified several Military reports to include the schedule 9, prompt pay, icar and general ledger to icar reconciliation. We had to make further changes due to the travel advance program revisions. We also reviewed all report programs for these new general ledger account codes.

T. We continue to update the General Ledger Chart of Accounts for the CFO initiative. We added several new expense and revenue general ledger account codes for the RF insurance program. At this same time, we updated the general ledger correlations for year end closing.

U. We strengthened the edit to restrict the user from using resource codes with a cost_category_code of 'I' on PRACLIN and when the ordering work item is citing direct funds, except for work items funded with appropriations with 'Y' in the direct_cost_exemption_ind (screen 10.56). All RBCs and HQ are exempt from this indirect costing policy edit because they have indirect_cost_exemption_ind or 'Y' in CEFMDM.FOA_MSTR (screen 10.56).

V. The CEFMS Labor Cost Report with Update Details (labordet) and Time and Attendance Report (tmattlab) have been revised to provide signature blocks for the timekeeper and employee. The timekeeper's signature will serve as certification of entering data in CEFMS and executing tour of duty edits for the annotated pay period. The employee's signature will serve as certification that the data on the report is accurate. The signature blocks will print on the reports for the pay period ending date equal to or greater than 28 April 2007. In the future, these CEFMS reports will be modified to utilize electronic signature for the timekeeper and employee when applicable and possible.

W. We changed the fiscal year 2007 general ledger correlations for revolving fund insurance associated with labor.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	745	746
Priority #1 Problems	102	99

We received 123 new problem reports and completed 124 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	53	56
One	6	2
Two	0	1